

Professional and Managerial Branch
Cultural Group
Library Series

OUTREACH SERVICES LIBRARIAN I

12/92

Summary

Under general supervision, performs a variety of entry level professional librarian duties; performs related duties as required.

Typical Duties

Assists English and Spanish-speaking patrons in locating and obtaining material; answers telephone, reference and information inquiries; instructs patrons in the use of card catalogs, periodical guides and CD-ROM services; arranges and conducts tours of the Library for Spanish-speaking patrons.

Reviews books received on approval and vendor catalogs and selects books to be acquired; recommends the acquisition of videos, magazines, newspapers and other periodicals and materials.

Assembles and arranges exhibits, displays and other library materials; may compile lists of library materials according to subject expertise; plans and directs special projects and programming for a bicultural community.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with an ALA Master's Degree in Library Science.

Knowledge, Abilities and Skills: Good Knowledge of professional library principles, methods and practices; good knowledge of reader interest levels; good knowledge of a wide variety of books, authors and related materials; some knowledge of automated cataloging system and databases; some knowledge of the Hispanic culture.

Ability to establish and maintain effective working relationships with fellow employees and the general public: ability to interpret and write professional level papers and reports.

Skill in meeting and dealing tactfully and effectively with the public.

Special Requirements: Must be bilingual (English/Spanish), both orally and in writing.

Director of Personnel

Department Head